Office of the
Privacy Commissioner
of Canada

2016–2017 Annual Report to Parliament

on the *Access to Information Act*

September 2017

Office of the Privacy Commissioner of Canada
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Introduction

The *Access to Information Act* (ATIA) came into effect on July 1, 1983. It provides Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions.

When the *Federal Accountability Act* received Royal Assent on December 12, 2006, the Office of the Privacy Commissioner (OPC) was added to Schedule I of the ATIA along with other Agents of Parliament. Therefore, while not initially subject to the ATIA, the OPC became so on April 1, 2007.

Section 72 of the ATIA requires that the head of every federal government institution submit an annual report to Parliament on the administration of the Act within their institutions during the fiscal year.

The OPC is pleased to submit its tenth Annual Report which describes how we fulfilled our responsibilities under the ATIA in 2016–2017.

Mandate and Mission of the OPC

The mandate of the OPC is to oversee compliance with both the *Privacy Act* (PA), which covers the personal information handling practices of federal government departments and agencies, and the *Personal Information Protection and Electronic Documents Act* (PIPEDA), Canada's federal private-sector privacy law.

The OPC's mission is to protect and promote the privacy rights of individuals.

The Commissioner works independently from any other part of the government to investigate privacy complaints from individuals with respect to the federal public sector and certain aspects of the private sector. In public sector matters, individuals may complain to the Commissioner about any matter specified in section 29 of the PA.

For matters relating to personal information in the private sector, the Commissioner may investigate complaints under section 11 of PIPEDA except in the provinces that have adopted substantially similar privacy legislation, namely Quebec, British Columbia, and Alberta. Ontario, New Brunswick and Newfoundland and Labrador now fall into this category with respect to personal health information held by health information custodians under their respective health sector privacy laws. However, even in those provinces with substantially similar legislation, and elsewhere in Canada, PIPEDA continues to apply to personal information collected, used or disclosed by all federal works, undertakings and businesses, including personal information about their employees. PIPEDA also applies to all personal data that flows across provincial or national borders, in the course of commercial activities.

The Commissioner focuses on resolving complaints through negotiation and persuasion, using mediation and conciliation if appropriate. However, if voluntary cooperation is not forthcoming, the Commissioner has the power to summon witnesses, administer oaths and compel the production of evidence. In cases that remain unresolved, particularly under PIPEDA, the complainant or the Commissioner may take the matter to Federal Court and seek a court order to rectify the situation.

As a public advocate for the privacy rights of Canadians, the Commissioner carries out the following activities:

- Investigating complaints and issuing reports with recommendations to federal government institutions and private-sector organizations to remedy situations, as appropriate;
- Pursuing legal action before federal courts where appropriate to resolve outstanding matters;
- Assessing compliance with obligations contained in the PA and PIPEDA through the conduct of independent audit and review activities;
- Advising on, and reviewing, Privacy Impact Assessments (PIAs) of new and existing government initiatives;
- Providing legal and policy analyses and expertise to help guide Parliament's review of evolving legislation to ensure respect for individuals' right to privacy;
- Responding to inquiries from parliamentarians, individual Canadians and organizations seeking information and guidance, and taking proactive steps to inform them of emerging privacy issues;
- Promoting privacy awareness and compliance, and fostering understanding of privacy rights and obligations through proactive engagement with federal government institutions, private-sector organizations, industry associations, legal community, academia, professional associations, and other stakeholders;
- Preparing and disseminating public education materials, positions on evolving legislation, regulations and policies, guidance documents and fact sheets for use by the general public, federal government institutions and private sector organizations;
- Conducting research and monitoring trends in technological advances and privacy practices, identifying systemic privacy issues that need to be addressed by federal government institutions and private sector organizations and promoting integration of best practices; and
- Working with privacy stakeholders from other jurisdictions in Canada and on the international scene to address global privacy issues that result from ever increasing transborder data flows.

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Organizational Structure

The Privacy Commissioner is an Officer of Parliament who reports directly to the House of Commons and the Senate. The Commissioner may be assisted by an Assistant Commissioner, who has delegated responsibilities under both the PA and PIPEDA. At the time of writing this report, the position has been vacant since December 2013.

The OPC is structured in the following way:

Executive Secretariat

The Executive Secretariat ensures effective liaison and coordination with internal and external stakeholders and provides strategic advice so that the Commissioner and Assistant Commissioner are able to carry out their mandate to protect and promote privacy rights of individuals.

Privacy Act Investigations Branch

The PA Investigations Branch receives and investigates complaints from individuals who claim a breach of the PA, or complaints that are initiated by the Commissioner. The Branch also receives notifications of breaches from federal government organizations, and receives and reviews public interest disclosures made by them.

PIPEDA Investigations Branch

The PIPEDA Investigations Branch is divided between Ottawa and Toronto. In Ottawa, the Branch receives and investigates complaints of national scope by individuals or initiated by the Commissioner, from anywhere in Canada. In Toronto, the Branch investigates complaints particularly from the Greater Toronto Area (GTA) and coordinates public education and stakeholder outreach activities in the GTA.

Audit and Review Branch

The Audit and Review Branch audits organizations to assess their compliance with the requirements set out in the two federal privacy laws. The Branch also analyses and provides recommendations on Privacy Impact Assessments (PIAs) submitted to the OPC pursuant to the Treasury Board Secretariat *Directive on Privacy Impact Assessment*.

Communications Branch

The Communications Branch focuses on providing strategic advice and support for communications and public education activities for the OPC. In addition, the Branch plans and implements a variety of public education and communications activities through media monitoring and analysis, public opinion polling, media relations, publications, special events, outreach activities and the OPC website. The Branch is also responsible for the OPC's Information Centre, which responds to requests for information from the public and organizations regarding privacy rights and responsibilities.

Legal Services, Policy, Research and Technology Analysis Branch

The Legal Services, Policy, Research and Technology Analysis Branch (LSPRTA) provides strategic legal and policy advice and conducts research on emerging privacy issues in Canada and internationally. More specifically, the Branch provides strategic legal advice to the Commissioners and various Branch Heads on the interpretation and application of the PA and PIPEDA in investigations and audits, as well as general legal counsel on a broad range of corporate and communication matters. LSPRTA represents the OPC in litigation matters before the courts and in negotiations with other parties both nationally and internationally. It reviews and analyzes legislative bills, government programs, public and private sector initiatives and provides strategic advice to the Commissioners on appropriate policy positions to protect and advance privacy rights in Canada. The Branch prepares for, represents and supports the Office in appearances before Parliament and in its relations with parliamentarians. Its analysts conduct applied research on the privacy implications of emerging societal and technological issues to support and inform the development of OPC policy guidance and best practices for relevant stakeholders. The Branch administers the OPC Research Contributions Program, which was launched in 2004, to advance knowledge and understanding of privacy issues and to promote enhanced protection of personal information. LSPRTA also identifies and analyzes technological trends and developments in electronic platforms and digital media; conducts research to assess the impact of technology on the protection of personal information in the digital world and provides strategic analysis and guidance on complex, varied and sensitive technological issues involving breaches in the security of government and commercial systems that store personal information.

Corporate Services Branch

The Corporate Services Branch provides managers and staff with advice and integrated administrative services in corporate planning, resource management, financial management, information management, information technology, human resources management and general administration.

Access to Information and Privacy Directorate

The Acess to Information and Privacy (ATIP) Directorate is responsible for responding to formal requests for information from the public pursuant to the *Access to Information Act* and the *Privacy Act*. The ATIP Directorate is also responsible for developing internal policies and ensuring compliance relative to these acts.

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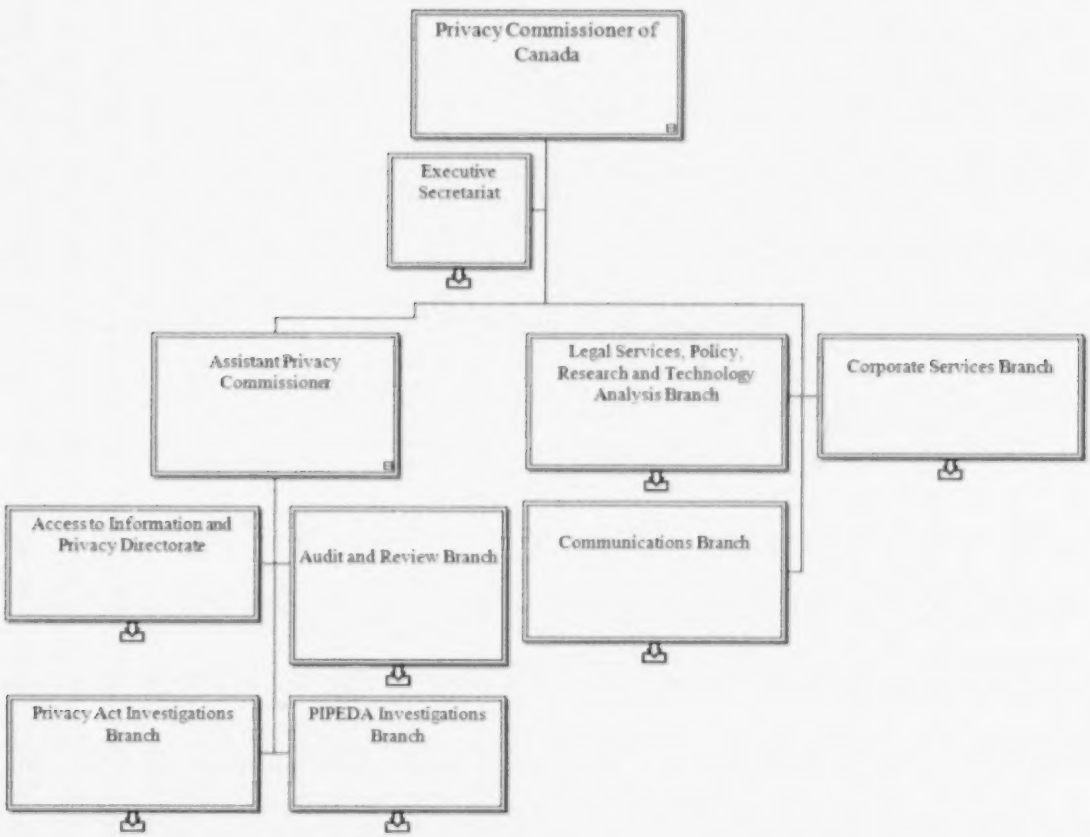
Office of the Privacy Commissioner of Canada



The ATIP Directorate is headed by a Director who is supported by two senior analysts.

Under section 73 of the ATIA, as the head of the OPC, the Privacy Commissioner's authority has been delegated to the ATIP Director with respect to the application of the ATIA and its *Regulations*. A copy of that Delegation Order is attached as Appendix A.

The ATIP Director also serves as the OPC's Chief Privacy Officer.

ATIP Directorate Activities – 2016–2017

Training employees

In the reporting fiscal year, seven ATIP training sessions were offered to 32 OPC employees, including new employees and those returning from extended leave or temporary assignments elsewhere. The ATIP Directorate also provides trainings sessions as needed.

Contributing actively to decision making

The ATIP Director plays a collaborative role in the planning, development and updating of OPC policies, procedures and directives. The ATIP Director also sits on the OPC's key strategic decision-making committees. The OPC's recognition of the importance of integrating the ATIP Director in its core decision-making committees has ensured that the *Access to Information Act* is respected.

ATIP Directorate -- Staff changes

In the reporting fiscal year, there were a number of staff changes within the ATIP Directorate, including the hiring of a full time senior ATIP analyst and the arrival of a new ATIP Director. As well, a casual employee and a consultant were hired to assist with the processing of access requests or the development of ATIP policy instruments. It is anticipated that in the next reporting year, additional staff changes will take place, including the hiring of a full time employee.

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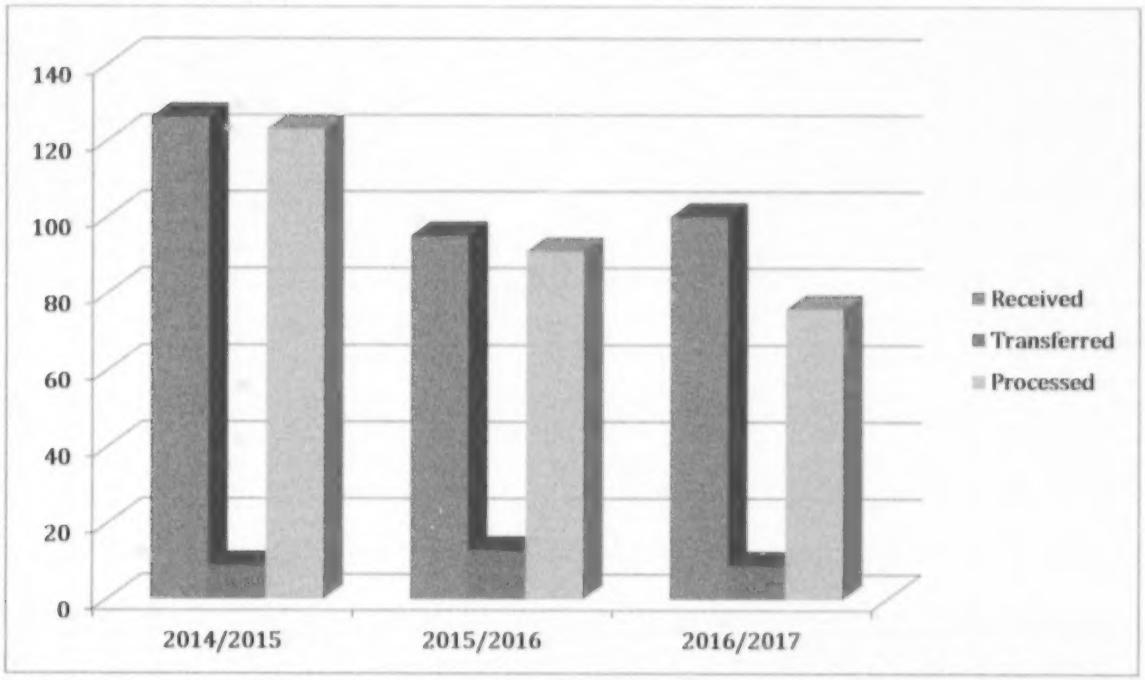
Access to Information Act Statistical Interpretation

The OPC's Statistical Report on the ATIA is attached in Appendix B.

The OPC received 100 formal requests under the ATIA during the 2016-17 fiscal year, which is nearly a 28% decrease from the previous year. Of the requests received, nine sought access to records which were under the control of other federal institutions; these requests were therefore transferred to the appropriate federal institutions for processing.

Fourteen of the requests received during the reporting period were carried forward to the 2017–2018 reporting year. Details of those requests will be included in next year's report.

Requests under the ATIA



In 2016–2017, the ATIP Directorate closed 90 requests for information received by the OPC, which represented 27,516 pages of information processed. Of these 90 responses, four were for requests that had been received in the 2015–2016 reporting year, but carried forward to 2016–2017.

Extensions were claimed with respect to 24 requests. In all, the OPC responded to 65 requests within the first 30 days and 25 requests within the extended time period. Given the complexities of the information and the requirement to consult with other entities, 17 of the 25 extensions claimed were for more than 30 days.

Of the 90 requests completed during the fiscal year, 28 were for Briefing Notes (or lists of Briefing Notes) prepared by the OPC on various topics, including: transborder data flow, warrantless access, Levitation, internal information sharing, the re-introduction of the long-form census, public opinion on consent, distributed ledger technology, *Privacy Act* reform, international privacy organizations and unmanned aircraft systems (i.e. drones). In addition, 11 requests were for contracts (or contract-related information) entered into by the OPC for goods and services, eight sought access to information regarding investigations, complaints or privacy breaches that were reported to the OPC, 10 were for information relating to the privacy impact assessments submitted by federal institutions, and the remainder were for miscellaneous information or information that was not under the control of the OPC.

The OPC endeavors to release as much information as possible. In 12 of the 90 requests processed, the documents were released in their entirety, and in 40 cases the OPC made partial releases. Of the remaining requests, 15 were abandoned by the applicants, nine were transferred to other federal institutions and 12 requests had no relevant records. No information was released for two of the requests because the information requested was subject to an exemption.

Section 16.1(1)(d) of the ATIA prohibits the OPC from releasing information it obtained during the course of its investigations or audits, even after the matter and all related proceedings have been concluded. The OPC, however, cannot refuse to disclose information it created during the course of an investigation or audit, once they and any related proceedings are completed – and subject to any applicable exemptions. With respect to requests for access to PA and PIPEDA investigation files, none were disclosed in their entirety—all had some information withheld under section 16.1(1)(d) and, in five cases, additional information was withheld either under section 19(1), or section 19(1) and section 23 of the ATIA.

The exemption provision invoked most often was section 19(1) (Personal Information), followed by section 16.1(1)(d), which involves investigations by the OPC, and section 23 (Solicitor-client privilege). In other cases this year, the OPC also withheld information under one or more of sections of the ATIA: 15(1), 15(1) (subversive activities), 16(1)(a)(ii), 16(1)(b), 16(1)(c), 16(2), 16(2)(c), 20(1)(b), 20(1)(c), 20(1)(d), 21(1)(a), 21(1)(b), 21(1)(c), 21(1)(d) and 24(1).

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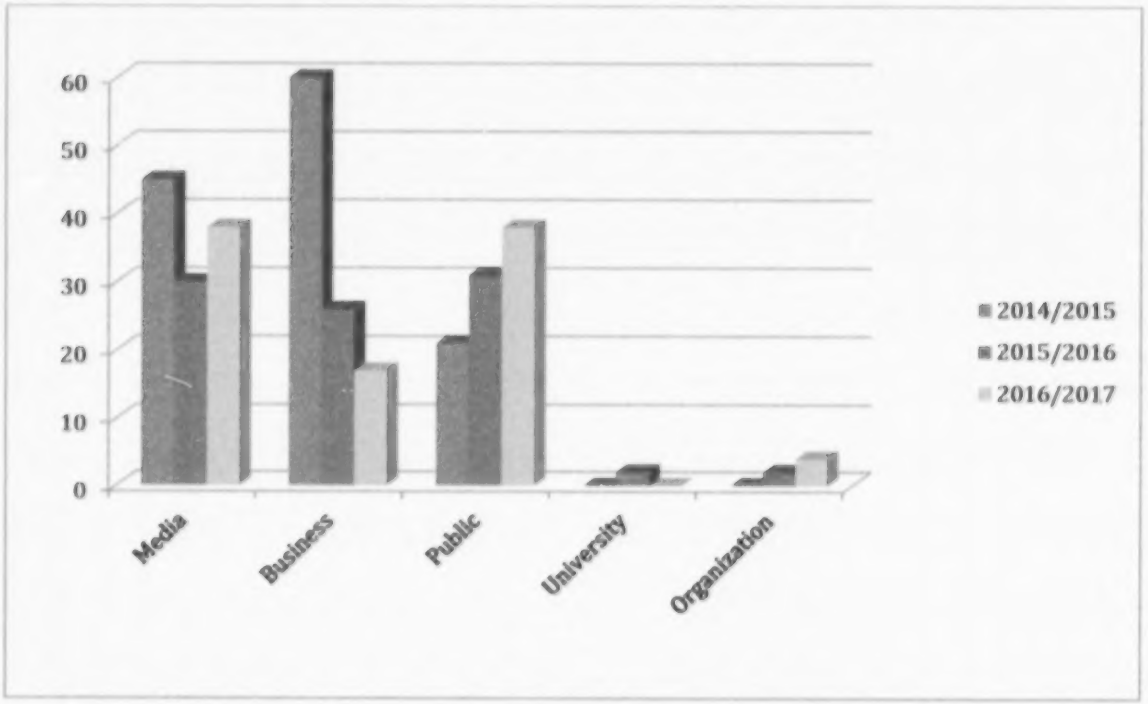
Requests under the ATIA by source



Of the 100 requests received this reporting year, the public and the media each submitted 38 (76%), while 17 (17%) were submitted by businesses and 4 (4%) by organizations.

In addition to processing its own ATIA requests, the OPC was consulted on 42 occasions on a total of 1,577 pages. The Treasury Board Secretariat consulted our Office the most often, which was on five occasions, while the Canada Revenue Agency, Public Safety Canada and Fisheries and Oceans Canada consulted our Office on four occasions. The Financial Transactions and Reports Analysis Centre, Employment and Social Development Canada and Public Services and Procurement Canada all consulted our Office on three occasions. Meanwhile, the Privy Council Office, the Department of Justice, and the Canadian Security Intelligence Service consulted 2 times. We were consulted once by eight other institutions. The OPC recommended full disclosure in 21 cases. Of the 42 consultations received, 40 were closed during the 2016–2017 reporting year, while 2 were carried over to the next reporting period.

Application fees amounted to $395.00 during the reporting period. In eight instances the OPC waived the application fees.

In the cases where records were provided, paper copies were given to the requestors on 30 occasions, while electronic copies were given on 22 occasions.

Access to Information Act complaints against the OPC

This reporting year, the OPC received five notifications of complaints by the Office of the Information Commissioner of Canada (OIC) for complaints pursuant to the ATIA. One of these complaints was well-founded resolved. Of the five complaints received in previous fiscal years, two were resolved as not well-founded, one was well-founded resolved and two remained outstanding at the end of the reporting period. Four complaints received this year that remained outstanding were added to the other two outstanding complaints. We anticipate receiving findings with respect to these complaints in 2017–2018.

For additional information on the OPC's activities, please visit www.priv.gc.ca.
Additional copies of this report may be obtained from:

Director, Access to Information and Privacy
Office of the Privacy Commissioner of Canada
30 Victoria Street, 1st Floor
Gatineau, Quebec K1A 1H3

Access to Information-Related Policy Instruments

In light of the staff changes within the ATIP Directorate, no access to information policy instrument work was completed during the fiscal reporting year.

The ATIP Director is a member of the OPC's Policy Development Committee. In that role, policies, directives and guidelines have been and continue to be reviewed to ensure that the ATIA is respected.

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Appendix A – *Access to Information Act* Delegation Order

Access to Information Act
Delegation Order

The Interim Privacy Commissioner of Canada, as the head of the government institution, hereby designates pursuant to section 73 of the *Access to Information Act*, the person holding the position set out below, or the person occupying on an acting basis that position, to exercise the powers, duties or functions of the Privacy Commissioner as specified below and as more fully described in Annex A.

Position	Sections of *Access to Information Act*
Director, ATIP	Act: 4(2.1), 7, 8(1), 9, 11(2) to (6), 12(2) and (3), 13 to 24, 25, 26, 27(1) and (4), 28(1), (2) and (4), 29(1), 32, 33, 35(2), 37(1) and (4), 43(1), 44(2), 52(2) and (3), 69, 71, 72(1); and Regulations: 5, 6(1), 7(2) and (3), 8, and 8.1.

This delegation of authority supersedes any previous delegation of the powers, duties and functions set out herein.

Dated at the City of Ottawa, this 9 day of January, 2014

Chantal Bernier
Interim Privacy Commissioner of Canada

Officium 7777-25-1229

Access to Information Act

4(2.1)	Shall assist the person in connection with the request, respond to the request accurately and completely and provide timely access in the format requested
7	Respond to request for access within 30 days; give access or give notice
8(1)	Transfer of Request to government institution with greater interest
9	Extend time limit for responding to request for access
11(2), (3), (4), (5), (6)	Additional fees
12(2)*(b)*	Decide whether to translate requested record
12(3)	Decide whether to give access in an alternative format
13(1)	Shall refuse to disclose information obtained in confidence from another government
13(2)	May disclose any information referred to in 13(1) if the other government consents to the disclosure or makes the information public
14	May refuse to disclose information injurious to the conduct of federal-provincial affairs
15	May refuse to disclose information injurious to international affairs or defence
16	Series of discretionary exemptions related to law enforcement and investigations; security; and policing services for provinces or municipalities.
16.1(1)	In force April 1, 2007 - Specific to four named Officers of Parliament - Auditor General, Commissioner of Official Languages, Information Commissioner and Privacy Commissioner - shall refuse to disclose information obtained or created by them in the course of an investigation or audit
16.1(2)	In force April 1, 2007 - Specific to two named Officers of Parliament – Information and Privacy Commissioner - shall not refuse under 16.1(1) to disclose any information created by the Commissioner in the course of an investigation or audit once the investigation or audit and related proceedings are concluded
17	May refuse to disclose information which could threaten the safety of individuals
18	May refuse to disclose information related to economic interests of Canada
18.1(1)	May refuse to disclose confidential commercial information of Canada Post Corporation, Export Development Canada, Public Sector Pension Investment Board, or VIA Rail Inc.

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18.1(2)	Shall not refuse under 18.1(1) to disclose information relating to general administration of the institution
19	Shall refuse to disclose personal information as defined in section 3 of the *Privacy Act*, but may disclose if individual consents, if information is publicly available, or disclosure is in accordance with section 8 of *Privacy Act*
20	Shall refuse to disclose third party information, subject to exceptions
21	May refuse to disclose records containing advice or recommendations
22	May refuse to disclose information relating to testing or auditing procedures
22.1	May refuse to disclose draft report of an internal audit
23	May refuse to disclose information subject to solicitor/client privilege
24	Shall refuse to disclose information where statutory prohibition (Schedule II)
25	Shall disclose any part of record that can reasonably be severed
26	May refuse to disclose where information to be published
27(1),(4)	Third party notification
28(1),(2),(4)	Receive representations of third party
29(1)	Disclosure on recommendation of Information Commissioner
32	Receive notice of investigation by Information Commissioner
33	Advise Information Commissioner of third party involvement
35(2)	Right to make representations to the Information Commissioner during an investigation
37(1)	Receive Information Commissioner's report of findings of the investigation and give notice of action taken
37(4)	Give complainant access to information after 37(1)(b) notice
43(1)	Notice to third party (application to Federal court for review)
44(2)	Notice to applicant (application to federal Court by third party)

52(2)*(b)*	Request that section 52 hearing be held in the National Capital Region
52(3)	Request and be given right to make representations in section 51 hearings
69	Refuse to provide information that is excluded from the Act as a cabinet confidence
71	Provide facilities for public to inspect manuals; exempt information may be severed from manuals
72(1)	Prepare annual report to Parliament

Access to Information Regulations

5	Inform requester of certain procedures regarding access
6(1)	Procedures relating to transfer of access request to another government institution under 8(1) of the Act
7(2) and (3)	Require payment of additional fees for access in certain situations
8	Form of Access
8.1	Determinations with respect to the conversion of records into different formats

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Appendix B – Statistical Report

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Privacy Commissioner of Canada

Reporting period: 01/04/2016 to 31/03/2017

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	100
Outstanding from previous reporting period	4
Total	104
Closed during reporting period	90
Carried over to next reporting period	14

1.2 Sources of requests

Source	Number of Requests
Media	38
Academia	0
Business (Private Sector)	17
Organization	4
Public	38
Decline to Identify	3
Total	100

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
29	8	15	0	0	0	0	52

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	2	9	1	0	0	0	0	12
Disclosed in part	5	13	6	11	2	2	1	40
All exempted	0	2	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	8	3	0	0	1	0	0	12
Request transferred	9	0	0	0	0	0	0	9
Request abandoned	12	2	1	0	0	0	0	15
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	36	29	8	11	3	2	1	90

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2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)	4	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	11
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	3	16.1(1)(d)	19	19(1)	24	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	14
15(1) - Def.*	0	16.3	0	20(1)(b)	4	24(1)	2
15(1) - S.A.*	2	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	8		
16(1)(a)(ii)	1	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	5						
16(1)(c)	3						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	2	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	11	1	0
Disclosed in part	19	21	0
Total	30	22	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	262	155	12
Disclosed in part	27,073	9,332	40
All exempted	181	0	2
All excluded	0	0	0
Request abandoned	0	0	15
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
Disposition	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	11	140	1	15	0	0	0	0	0	0
Disclosed in part	22	379	10	1,664	1	176	5	5,587	2	1,526
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	15	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	50	519	11	1,679	1	176	5	5,587	2	1,526

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2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	17	0	4	1	22
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	17	0	4	1	22

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	1	0
Disclosed in part	6	0	15	2
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
Total	7	0	16	2

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	3	0	2	0
31 to 60 days	2	0	3	0
61 to 120 days	0	0	10	0
121 to 180 days	0	0	0	0
181 to 365 days	1	0	0	2
365 days or more	1	0	1	0

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Total	7	0	16	2

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	92	$395	8	$70
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	92	$395	8	$70

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	40	1567	0	0
Outstanding from the previous reporting period	2	10	0	0
Total	42	1577	0	0
Closed during the reporting period	42	1577	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	19	2	0	0	0	0	0	21
Disclose in part	5	1	0	0	0	0	0	6
Exempt entirely	7	0	0	0	0	0	0	7
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	7	1	0	0	0	0	0	8
Other	0	0	0	0	0	0	0	0
Total	38	4	0	0	0	0	0	42

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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PART 6 – Completion time of consultations on Cabinet confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
6	1	4	11

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

PART 9 – Resources related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		$159,369
Overtime		$0
Goods and Services		$21,057
• Professional services contracts	$19,879	
• Other	$1,178	
Total		**$180,426**

9.2 Human Resources

Resources	Person Years Dedicated full-time to ATI activities
Full-time employees	1.40
Part-time and casual employees	0.50
Regional staff	0.00
Consultants and agency personnel	0.10
Students	0.00
Total	2.00

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